

Alabama Coastal Foundation is seeking an Executive Director



Since 1993, the Alabama Coastal Foundation (ACF) has worked to create a healthy balance between the conservation needs of our priceless coastal resources and the inevitable pressures of economic growth. We accomplish this by bringing together stakeholders with differing interests to facilitate mutually beneficial solutions. We provide fair and factual information to encourage responsible citizen action and we offer opportunities for individuals to play a vital role in preserving the environment and our coastal way of life through education and participation in hand-on programs and projects.

Job Objectives: The Executive Director will supervise and manage the daily operations of ACF including staff management, advocacy and program development, funding and implementation. The Executive Director will work to enhance public awareness of ACF through the promotion and publicity of all ACF functions and activities, assist with the coordination and execution of fundraising activities, plan and coordinate meetings of the Board of Directors, and will have primary responsibility for implementing the policies of the board and for developing an annual budget and operating plan.

Essential Functions:

▪ **Programs**

- Provide vision and guidance to strengthen ACF's existing environmental programs
- Ensure that ACF's programs are meaningful, impactful, fully-funded and in keeping with our mission and vision

▪ **Membership/Marketing/Outreach/PR**

- Represent or delegate personnel to represent ACF in any public activity.
- Develop and oversee membership and outreach activities of the staff and board
- Enhance public awareness of ACF through the promotion and publicity of all ACF functions and activities
- Promote and maintain cooperative and close working relationships with Federal, State and Local officials, department or division heads, agency administrators, and others bearing responsibility for all aspects of environmental management.
- Promote and maintain cooperative and close working relationships with other citizen's organizations dedicated to natural resource conservation.

▪ **Fundraising**

- Oversee and execute fundraising activities and events
- Solicit the contribution and/or donation of funds necessary to carry out the ordinary activities and programs of ACF
- Seek out and submit proposals for government and private grants necessary to fund the programs sponsored and/or facilitated by ACF

▪ **Administration**

- Routinely report to the Board of Directors status of programs and finances
- Coordinate and work with Board Fundraising Committee
- Plan and coordinate all meetings of the Board of Directors
- Develop and implement an annual budget, operating plan and periodic updates of the strategic plan
- Oversee the day to day business operations of the organization including accounting and other administrative tasks
- Manage staff and Americorps VISTA volunteers

The Ideal Candidate Will Possess:

- Undergraduate or graduate degree in a relevant science, management, communications or public policy field
- Proven management and fiduciary experience in leveraging available resources effectively to meet program objectives
- In-depth training or experience in coastal resource issues including ecosystem protection and management, environmental education and program management
- Minimum of five years experience in professional conservation, public policy, program management, or other relevant field preferred
- Demonstrated ability to lead, manage and supervise a team in achieving concrete and meaningful outcomes
- A strategic thinker with past successes in developing and implementing impactful environmental programs and projects.

Job Requirements- Other Skills:

Ability to read, analyze, and interpret common scientific and technical journals and legal documents; communicate effectively with others verbally and in writing in a courteous and engaging manner; travel within two county area and sometimes beyond; occasionally work irregular hours including weekends and evenings; ability to effectively present information to different public groups from kindergarten through senior citizens.

Non-profit Salary commensurate with experience.

Interested candidates please send resume and cover letter with salary requirements to: info@joinacf.org.

Position open immediately.